

**VACANCY ANNOUNCEMENT NUMBER: 51/16**

**OPEN TO:** All interested Candidates

**POSITION:** Project Management Specialist / Democracy Rights and Governance - USAID

**OPENING DATE:** Friday, December 30, 2016

**CLOSING DATE:** Friday, January 13, 2017

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** *Ordinarily Resident (OR):* FSN-11 TD 50,398 gross annual salary  
(Position is graded at the full performance level of Grade: FSN-11)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Tunis is seeking eligible and qualified applicants for the position of Project Management Specialist (Democracy, Human Rights and Governance) with USAID.

**BASIC FUNCTION OF POSITION:**

The Democracy, Rights and Governance Program Specialist (DRGS) will be an integral member of the newly-established USAID/Tunisia Democracy, Rights and Governance (DRG) Office. S/he will serve as an advisor, coordinator, and program manager on a range of DRG issues including: local governance, strengthening service delivery, decentralization, public financial management, transparency and accountability, electoral processes, civil society and inclusion of marginalized groups.

The DRGS will serve as one of the primary contacts for a small, multidisciplinary team working to attain ambitious DRG-related objectives laid out in USAID's newly completed Five Year Country Development Cooperation Strategy (CDCS) for Tunisia. Programmatic duties will include participating and/or leading the design of new activities, providing technical direction and financial management for ongoing activities within the DRG portfolio, and monitoring a variety of capacity development and performance improvement efforts. S/he will maintain a working knowledge of political developments in Tunisia.

S/he will collaborate with other USAID technical and support teams and operate within a complex, fluid political environment and coordinate with high-level officials in both the United States Government (USG) and the Government of Tunisia (GOT) in addition to other public, private, and donor stakeholders. The USAID/Tunisia DRG Team will rely upon the DRGS to establish and maintain relations with the above mentioned key stakeholders, especially through their participation in working groups at Post and outside on DRG matters.

This position requires exercise of broad individual judgment in supporting democracy, rights and governance priorities, overseeing the management of resources, implementing programs, and coordinating relations with key external stakeholders and representatives inside and outside of the USG. The DRG issues that this individual will be dealing with are among the top priorities of USG foreign policy in the Middle East region. Applicant must also be available and capable of travel throughout Tunisia and to Frankfurt, Washington DC, and/or other regions upon request.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. QUALIFICATIONS:** The DRGS is required to have a have a minimum of a Bachelor's Degree or equivalent (such as a Tunisian Diplome d'Etudes Approfondies) in a relevant field such as public administration, political science, international relations, international development, public policy, conflict management or other related social science field.
- 2. EXPERIENCE:** The incumbent must have at least five (5) years of progressively responsible managerial and/or technical experience including at least four (4) years' experience working in the area of providing development assistance in two or more of the following areas: legal, regulatory, and policy frameworks; public administration and accountability; civil society strengthening and local engagement, including in advocacy and oversight; conflict prevention and peace building, including counter-violent extremism approaches; local governance service delivery and decentralization; elections and legislative processes; gender and social inclusion; and/or youth.
- 3. LANGUAGE:** Fluency in both spoken and written Arabic, French, English (level IV) is required.
- 4. KNOWLEDGE:** The incumbent should have broad technical knowledge of two or more of the following areas related to USAID Tunisia's CDCS: regulatory, and policy frameworks; public administration and accountability; civil society strengthening and engagement, including in advocacy and oversight; conflict prevention and peace building, including counter-violent extremism approaches; local governance service delivery and decentralization; elections and legislative

processes; gender and social inclusion; and/or youth. S/he should have strong knowledge of project or program management and organizational management, as well as of NGO and GOT operations..

## **5. SKILLS & ABILITIES:**

The Specialist successfully demonstrates the following skills and abilities:

- Strong organizational skills and the ability to work independently with little supervision.
- Excellent communication, presentation and inter-personal skills.
- Ability to transfer technical DRG knowledge into project designs, project reports, policy papers, etc.
- Ability to communicate DRG recommendations to other sectors for improved programming.
- Ability to work in a team environment and across USAID offices and the U.S. government agencies.
- Ability to manage large, complex development assistance projects.
- Ability to take strong meeting notes and document key points and decisions taken.
- Ability to provide occasional translation in meetings or workshops as necessary.
- Capacity to prepare technical documents in English with little editing and translate French and/or Arabic documents to English and vice versa.
- Ability to develop and maintain high level contacts (GOT, donors, civil society, local bodies) and productive working relationships with other counterparts.
- Ability to work effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time.
- Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be found on our website at <http://tunisia.usembassy.gov/> or by contacting the Human Resources Office 71 107- 478/ 71 107 - 320.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**EVALUATION CRITERIA: (Points indicated are maximums assignable per rating category)**

1. Experience:	25%
2. Language:	20%
3. Knowledge:	25%
4. Skills & Abilities:	30%
TOTAL:	100%

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinary Resident (OR) employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. The candidate must be able to obtain medical and security clearances.

## **HOW TO APPLY: Applicants must submit the following documents to be considered:**

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

## **WHERE TO APPLY:**

**Mailing Address:** Human Resources Office American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia.

**FAX Number:** **71.107.080**

**E-mail Address:** [TunisApplicants@state.gov](mailto:TunisApplicants@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws